

## **Wellness Plan**

Name of Business	Example Plan 1
Contact Name	
Address	
Telephone Number	
Facsimile Number	
Email Address	

Outline of the Requirements of the Wellness Plan:

### **Employee Appropriate Weight Loss**

1. Assessments
  - a. Initial Comprehensive Health Risk Assessment (sample provided by Indiana State Health Department)
  - b. Self conducted BMI
  - c. Amount of Sedentary Activity vs. Aerobic Activity
  - d. Exercise progress reports completed each meeting
2. Educational Materials
  - a. Magazine Subscription
    - i. We'll narrow the choice to five magazines, survey employees, and choose one or two health or fitness magazines to be sent to the office and available for employees to peruse and take home on occasion.
  - b. BMI explanation information, CDC website address
  - c. Food Pyramid website information
  - d. Employee presentation on Exercise
  - e. Employee presentation on Nutrition
  - f. Other Employee Presentation topics relevant to employee appropriate weight loss
3. Rewards Programs
  - a. Healthy lunch provided at each meeting
  - b. Gift Certificates to Dick's, Fresh Market, Wild Oats, NCAA Museum admission, etc. given to one employee each quarter for:
    - i. Meeting exercise goal
    - ii. Meeting weight loss goal
    - iii. Meeting nutrition oriented goal
4. Measurement Tools
  - a. Survey of each presentation, event, or program (including a place to suggest changes or additions to the program)
  - b. Participation
    - i. Excel spreadsheet compiling Presentation Topic/Event, employees in attendance, and surveys completed for entire program throughout the year
  - c. End of the year Comprehensive Health Risk Assessment (sample provided by Indiana State Health Department) to monitor the impact of the Plan on individual employees and on the firm as a whole.

## **Smoking Cessation**

1. Assessments
  - a. Initial Comprehensive Health Risk Assessment
2. Educational Materials
  - a. Employee presentation on the health risks of smoking
  - b. Magazine Subscription
3. Rewards Programs
  - a. Quarterly Gift Certificate to a local Spa for demonstrable reduction
4. Measurement Tools
  - a. Survey of each presentation, event, or program (including a place to suggest changes or additions to the program)
  - b. Participation
    - i. Excel spreadsheet compiling Presentation Topic/Event, employees in attendance, and surveys completed for entire program throughout the year
  - c. End of the year Comprehensive Health Risk Assessment to monitor the impact of the Plan on individual employees and on the firm as a whole.

## **Pursuit of Preventative Health Care Services**

1. Assessments
  - a. Initial Comprehensive Health Risk Assessment
  - b. Blood Pressure Screen
  - c. Cholesterol Screen
  - d. Blood Sugar Screen
  - e. Health Seminar
2. Educational Materials
  - a. Health Seminar
  - b. Employee Presentation Topics and Information
  - c. Magazine Subscription
3. Rewards Programs
  - a. Healthy Lunch provided
  - b. Gift Certificates to Dick's, Fresh Market, Wild Oats, NCAA Museum admission, Zoo (or other similar places as appropriate) given to one employee each quarter for:
    - i. Preventative health goals achieved
    - ii. Nutrition goals achieved
4. Measurement Tools
  - a. Survey of each presentation, event, or program (including a place to suggest changes or additions to the program)
  - b. Participation
    - i. Excel spreadsheet compiling Presentation Topic/Event, employees in attendance, and surveys completed for entire program throughout the year
  - c. End of the year Comprehensive Health Risk Assessment to monitor the impact of the Plan on individual employees and on the firm as a whole.

Other Information:

**Initial Meeting:**

1. Comprehensive Health Risk Assessment
  - a. Each employee that attends will fill out a comprehensive health risk assessment.
  - b. Once these are filled out, the Wellness Plan may be adjusted to focus on certain health issues that affect the employees.
2. Employee's Individual Goals
  - a. Each employee will discuss his or her health and wellness goals for the year.
  - b. Each employee will write an objective (or two) to be accomplished before the end of the year to be kept in the employee's file and returned to at each meeting as a reminder.
3. Wellness Plan
  - a. The Wellness Plan will be presented along with its components and goals.
  - b. Description of meetings and article/presentation assignments
    - i. Topics for articles or presentations will be suggested
    - ii. Articles may be published in firm newsletter
  - c. Opportunity for comment, suggestions, and additions to the plan
    - i. This plan may be modified by adding opportunities for educational materials, rewards, or assessment. However, this plan may not be modified to reduce scheduled or planned opportunities.
  - d. Designated In-Office Wellness Area
    - i. Outlining of the rules of the use of the designated In-Office Wellness area
    - ii. Demonstration of the equipment, including a treadmill
4. Assignments
  - a. Presentation topics will be requested and assigned for at least the next meeting.

**Wellness Workshops**

1. Meetings will be held on the third Monday of every other month
  - a. All employees will be encouraged to attend
  - b. Healthy lunch provided
  - c. Employee Presentation and discussion
  - d. Employee appropriate weight loss self-assessments completed
  - e. Discussion of employees' goals, current progress, and ideas for future progress

**Presentation/Article Assignments**

1. Requirements
  - a. Each employee will be required to choose a topic, research it, present the topic at a Wellness Workshop, and provide other attendees with written educational materials. The educational materials need not be extensive, though they should be at least one page in length including a good summary of the topic and places to go for further research and reading (i.e. websites, phone numbers etc.).
2. Health Seminar
  - a. An employee may choose to present information learned at a Health Seminar attended prior to the Wellness Workshop.
3. Newsletter

- a. If appropriate, the employee's presentation or an article sprouting from the presentation may be included in the firm's newsletter.
- 4. Topic Ideas
  - a. Exercise
  - b. Nutrition
  - c. Smoking and Smoking Cessation
  - d. Heart Health
  - e. Bone Health
  - f. Breast Cancer
  - g. Food Pyramid
  - h. Fiber
  - i. Vitamins
  - j. Healthy Recipes (substitutions)
  - k. Diabetes
  - l. Any other topics suggested by employees that are appropriate for the required components: 1) employee appropriate weight loss, 2) smoking cessation, and 3) pursuit of preventative health care services

### **Speakers/Seminars/Events**

- 1. Health Seminar/Event
  - a. Calendar of health seminar and events held on weekends will be posted in the designated In-Office Wellness area.
  - b. For each health seminar attended by an employee (pursuant to the specific requirements below), each employee may collect a \$10 gift certificate
    - i. Only 3 gift certificates will be awarded per employee per year
    - ii. The employee must provide sufficient documentation of full attendance (i.e. copies of the event program, nametag, additional educational materials provided at the event, summary of final event of the seminar etc.)
    - iii. The seminar/event should be more than one hour in length.
- 2. Other Events
  - a. Blood Donation
    - i. For a designated month during the year, employees will be encouraged to donate blood at their local Indiana Blood Center in lieu of that month's Wellness Workshop. If successful, the employees will be encouraged to bring the information on their 1) blood cholesterol and 2) blood pressure to the next Wellness Workshop, which will be dedicated to those two topics.
  - b. Sign up as a group for a walk/run event.
    - i. If feasible, the office will sponsor/register participant-employees who wish to sign up for a walk/run event during the year.
    - ii. Goal: at least one walk/run event in the year for each employee whether or not it was attended as a group.